

TO: WARDEN MARK PALLEGOS
FR: CLO RUBEL LEYBA

To Whom This may concern:

I CLO Rubel Leyba am resigning Today
ON July 14, 2014 of a Correctional Officer.

Thank You,
Rubel Leyba

electronic Personnel Action form

Employee Last Name	Employee First Name	Employee #
Leyba	Rubel	13882
Action Requested:		
Request to Hire:	Separations:	Changes:
	Resignation without Notice	
Comments:		

Current Information:		Proposed Information:
Department/Office:	PSD - Adult Detention Facility	
Position:	Detention Officer	
Position Status:	Probationary	
FT / PT	Full Time	
F.L.S.A Status:	Partial Exemption	
Union Status:	Non-Union	
Range:	12	
Hourly Pay:	13.5200	

Authorizations: Electronic Signatures from the Directors and County Manager:

Click here to sign this section

7/15/2014

X Mark Gallegos

Signed by: Mark S. Gallegos

Signed by Mark S. Gallegos View details
on Tuesday, July 15, 2014 5:30 PM (Mountain Daylight Time)

7/16/2014

X Tila Rendon-Varela for Pa...

Signed by: Pablo Sedillo III

Signed by Pablo Sedillo III View details
on Wednesday, July 16, 2014 3:35 PM (Mountain Daylight Time)

7/17/2014

X Andria Duran for Bernadet...

Signed by: Andria M. Duran

Signed by Andria M. Duran View details
on Thursday, July 17, 2014 8:32 AM (Mountain Daylight Time)

7/21/2014

X Teresa C. Martinez

Signed by: Teresa Martinez

Signed by Teresa Martinez View details
on Monday, July 21, 2014 10:53 AM (Mountain Daylight Time)

7/21/2014

X

Erik H. Aaboe

Signed by: Erik H. Aaboe

Signed by Erik H. Aaboe View details
on Monday, July 21, 2014 12:13 PM (Mountain Daylight Time)

Employee Signature: _____

Date: _____

For Office use:		
Tool Number:	02003-00044	
Expense Account:	247-1860-426.10-22	
Log Number:	98	Timekeeping: Effective Date 7/14/2014

Supporting Documents:

Entered 7/24/14
8/4/14

RA 8/5/14



scan071.PDF
Adobe Acrobat Document
11.9 KB

File Attachment

File Attachment

electronic Personnel Action form

Employee Last Name	Employee First Name	Employee #
Leyba	Rubel	
Action Requested:		
Request to Hire:	Separations:	Changes:
New Hire	-	-
Comments:		

Current Information:		Proposed Information:
Department/Office:		PSD - Adult Detention Facility
Position:		Detention Officer
Position Status:	-	Probationary
FT / PT	-	Full Time
F.L.S.A Status:	-	Partial Exemption
Union Status:	-	Non-Union
Range:		12
Hourly Pay:		13.5200

Authorizations: Electronic Signatures from the Directors and County Manager:

Click here to sign this section

4/10/2014

X Mark Gallegos

Signed by: Mark S. Gallegos

Signed by Mark S. Gallegos View details
on Thursday, April 10, 2014 1:24 PM (Mountain Daylight Time)

4/10/2014

X Pablo Sedillo

Signed by: Pablo Sedillo III

Signed by Pablo Sedillo III View details
on Thursday, April 10, 2014 4:57 PM (Mountain Daylight Time)

4/14/2014

X Bernadette Salazar

Signed by: Bernadette Salazar

Signed by Bernadette Salazar View details
on Monday, April 14, 2014 5:47 PM (Mountain Daylight Time)

4/15/2014

X Teresa C. Martinez

Signed by: Teresa Martinez

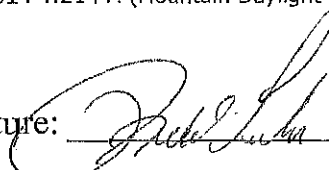
Signed by Teresa Martinez View details
on Tuesday, April 15, 2014 4:15 PM (Mountain Daylight Time)

4/15/2014

X Erik H. Aaboe

Signed by: Erik H. Aaboe

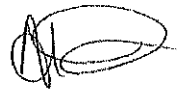
Signed by Erik H. Aaboe View details
on Tuesday, April 15, 2014 4:21 PM (Mountain Daylight Time)

Employee Signature: 

Date: 5/5/14

For Office use:

Tool Number:		02003-00044
Expense Account:		247-1860-426-10.22
Log Number: 1544	Timekeeping:	Effective Date <u>5/5/14</u>

Entered 5/13/14 

for 5/13/14



Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SF, NM 87501
Ph: 505-992-9880 - Fax: 505-992-9895

Job Title: Detention Officer
Department/Division: Corrections/ Adult Detention Facility
Salary: \$12.5962/hr - \$18.8943/hr **Range:** 12
Position Status: Full-Time/ Classified
FLSA Status: Partial 7k Exempt

Primary Purpose:

Under general supervision, responsible for the supervision of the SF Adult Detention Center, as well as, accountability for the safety and well being of the inmates, and the safety of employees and citizens of the SF Adult Detention Center.

Essential Job Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Receives, searches, fingerprints, issues facility uniforms; classifies housing of arriving inmates. According to policy, confirms clears and sends locates on warrants. Prepares and escorts inmates for transport to various locations including medical appointments and court, monitors inmate in court and may take into custody court committed defendants.
- Prepares food trays for service and feeds inmates. Ensures sanitary standards are maintained and ensures janitorial related functions are performed throughout the facility.
- Monitors inmates well being; summons medical aid; and communicates with medical staff. Assists the medical staff with dispensing of medication according to the medical instructions.
- Patrols and maintains security of designated areas of the facility and controls traffic to and from specific areas. Responsible for incidents reports; conducts periodic cell searches to ensure adherence to jail rules and regulations and confiscates contraband; picks up mail and inspects prior to distributing to inmates; Writes reports documenting incidents and places items into evidence. Monitors inmates both directly in person and by use of an indirect video monitoring system.
- Accesses information from a computer system and pulls records for court and assesses records. Maintains and updates jail counter, answers questions both in person and over the phone. Documents citizen complaints using applicable departmental procedures. Performs specific duties if assigned to the following areas: property, transportation, recreation, escort, roving, visiting room, booking, main control, housing, segregation and intake.

Knowledge and Skills:

- Write legible reports in English using correct grammar.
- Add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others; express thoughts logically; communicate verbally; react quickly and appropriately to emergency situations.
- Must be computer literate.

Minimum Qualifications:

- High school diploma or equivalent.
- Must successfully complete the Detention Officer Academy, sponsored by the Santa Fe County Adult Detention Facility within six months of hire.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Adult detention center setting. Work is performed in both an office setting and outdoors, in varied weather conditions. Work schedule shall include shift, evening, weekend, holiday and on-call hours. Frequent standing, walking, sitting, bending, lifting (25 lbs max.), drag up to 175 lbs; must be able to deal effectively and therapeutically with dysfunctional behavior; Must be able to move or re-position up to 10 pounds of materials or objects, occasionally will lift up to 300 lbs by use of buddy lifting or device to move detainees, and assist the disabled with showering or other personal needs. Participants may be argumentative and confrontational at times, requiring quick reflexive responses. May require arduous physical exertion under vigorous and unusual conditions. Manual and finger dexterity required. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes. Incumbent will be subject to random pat down searches and random drug testing. May be subject to life threatening situations. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.

Submit Applications to:
Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.

Revised 11/12/09

RUBEL LEYBA

5/5/14
DATE



Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SF, NM 87501
Ph: 505-992-9880 - Fax: 505-992-9895

Job Title: Detention Officer
Department/Division: PSD/Corrections/ Adult Detention Facility
Salary: \$12.5962/hr - \$18.8943/hr **Range:** 12
Position Status: Full-Time/ Classified
FLSA Status: Partial 7k Exempt
Closing Date: April 30, 2014
Job #: 4-2014-002

Primary Purpose:

Under general supervision, responsible for the supervision of the SF Adult Detention Center, as well as, accountability for the safety and well being of the inmates, and the safety of employees and citizens of the SF Adult Detention Center.

Essential Job Functions:

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- Receives, searches, fingerprints, issues facility uniforms; classifies housing of arriving inmates. According to policy, confirms clears and sends inmates on warrants. Prepares and escorts inmates for transport to various locations including medical appointments and court, monitors inmate in court and may take into custody court committed defendants.
- Prepares food trays for service and feeds inmates. Ensures sanitary standards are maintained and ensures janitorial related functions are performed throughout the facility.
- Monitors inmates well being; summons medical aid; and communicates with medical staff. Assists the medical staff with dispensing of medication according to the medical instructions.
- Patrols and maintains security of designated areas of the facility and controls traffic to and from specific areas. Responsible for incidents reports; conducts periodic cell searches to ensure adherence to jail rules and regulations and confiscates contraband; picks up mail and inspects prior to distributing to inmates; Writes reports documenting incidents and places items into evidence. Monitors inmates both directly in person and by use of an indirect video monitoring system.
- Accesses information from a computer system and pulls records for court and assesses records. Maintains and updates jail counter, answers questions both in person and over the phone. Documents citizen complaints using applicable departmental procedures. Performs specific duties if assigned to the following areas: property, transportation, recreation, escort, roving, visiting room, booking, main control, housing, segregation and intake.

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949 West Alameda Santa Fe, NM 87501

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Proof of education, certificates and/or endorsements must be attached to each application.

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

May 13, 2014

Dear Mr. Leyba:

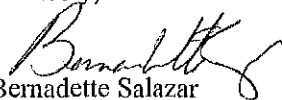
I'd like to welcome you to Santa Fe County! We are excited to have you as a part of our team. We want you to understand the various services provided by Santa Fe County and how your role interacts in providing these services to our customers. You can find information on the Santa Fe County website, www.santafecounty.org and we also encourage you to explore the internal website to learn more about the various departments, work forms and web applications.

As a new employee, you are required to take the Ethics, Workplace Harassment and Defensive Driving courses within 60 days of hire. Please work with your supervisor, Nelson Abeyta, to schedule these courses. Our Human Resource staff are always available to help you with questions or concerns. The contact information for the Human Resource staff is as follows:

Name	Title	Primary Responsibilities	Telephone Number
Bernadette Salazar	HR Director		(505) 992-1635
Justin Salazar	HR Supervisor	Labor Relations	(505) 992-9881
Andria Duran	HR Supervisor	HR Liaison to the Public Safety Dept.	(505) 992-1635
Becky Trujillo	HR Administrator	HR Actions-address changes, direct deposits, W-4 info., HR files etc.	(505) 992-9883
Dana Budagher	HR Administrator	HR Liaison to the Administrative Services Dept., Legal Office, County Manager's Office, Assessor's, Clerk's, Sheriff's and Treasurer's Office	(505) 992-9858
Audrey Esquilbel	HR Administrator	HR Liaison to the Public Works Dept., Growth Management Dept., Housing, and Community Services Dept.	(505) 995-9529
Margie Romero	HR Assistant	Liaison for new hires, public records requests, employment verification	(505) 992-9882
Sonya Quintana	HR Employee Development Specialist	Employee Training and Development	(505) 995-6507
Melody Gonzales	HR Employee Benefits Coordinator	Employee Benefits, FMLA, Enrollment, etc.	(505) 992-1637
Frank Sanchez	HR Secretary	HR central point of contact	(505) 992-9880

As you come onboard, I want to emphasize our commitment to your success, happiness and continued growth. We're excited to welcome you to Santa Fe County and want to thank you for joining our team.

Sincerely,

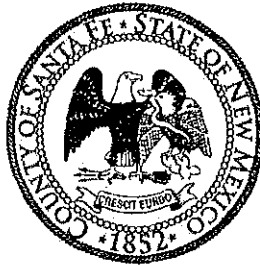

Bernadette Salazar
Human Resource Director

COPY

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert Anaya
Commissioner, District 3



Kathleen Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner District 5

Katherine Miller
County Manager

CONGRATULATIONS MR. RUBEL LEYBA!

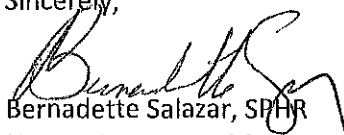
April 16, 2014

Santa Fe County is pleased to extend to you an offer of employment for the position of Detention Officer. This offer of employment is contingent upon your satisfactory completion of a criminal background check, successful completion of the County's mandatory pre-employment screening process, and budget approval. Your position status will be probationary (at-will) for a period of twelve months. Should you successfully complete your probationary period this position is union eligible. Contingent upon budget approval, your base pay will be \$13.5200/hourly and subject to deductions for taxes and other withholdings as required by law or policies of the County. Finally, this position is eligible for overtime pay pursuant to the Fair Labor Standards Act.

Attached is a packet which identifies the extensive range of employee benefits we offer within the County. Our employee benefits are meant to support our staff in their future retirement, health and wellness, and educational enrichment.

Again, congratulations! We at the Human Resources Office look forward to your future contributions to our organization, and we wish you well in your future journey in County Government.

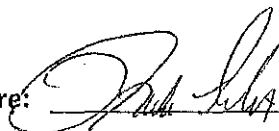
Sincerely,


Bernadette Salazar, SPHR
Human Resources Director

After considering the above information please check one of the following boxes and sign and date below indicating your acceptance or declination of this offer of employment.

- ☒ I accept Santa Fe County's conditional offer of employment.
☐ I decline Santa Fe County's conditional offer of employment.

Signature: _____



Date: _____

4/17/14

NEW MEXICO

DRIVER'S LICENSE


License # [REDACTED] 471 ISSUED 11/18/2013
Date of Birth [REDACTED] 1978 EXPIRES 07/13/2017



LEYBA
RUBEL

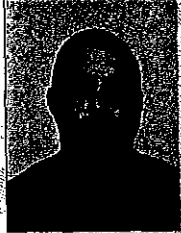



[REDACTED]



ESRANOLA, NM 87532

SEX: M HEIGHT: 5'09"
WEIGHT: 195 EYES: BRO
CLASS: D ENDORSEMENTS: NONE
RESTRICTIONS: NONE



 **NEW MEXICO** 

 **DRIVER'S LICENSE**
License #  1471 ISSUED 11/18/2013
Date of Birth  1978 EXPIRES 07/13/2017
LEYBA
RUBEL

ESPAÑOLA, NM 87532

SEX: M	HEIGHT: 5'09"
WEIGHT: 195	EYES: BRO
CLASS: D	ENDORSEMENTS: NONE
	RESTRICTIONS: NONE


TRAINING CERTIFICATE

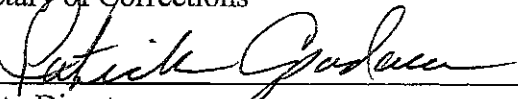
CORRECTIONS DEPARTMENT
SANTA FE, NEW MEXICO

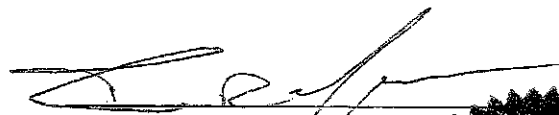
This is to certify that RUBEL LEYBA has successfully

Completed the 320 hour CORRECTIONAL OFFICER BASIC COURSE #254 Training Course

on this 13TH day of JUNE, 2008


Secretary of Corrections

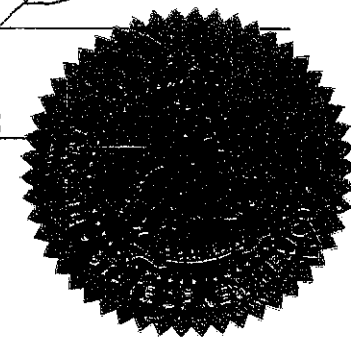

Deputy Director


Division Director

JUNE 13, 2008
Date

ACA Accredited Academy - - - - 1st in the Nation

"Firearms Qualifications: AR-15 Rifle, Shotgun, & Phase IV Only"



Department of Corrections

hereby awards this certificate to

Rubel Leyba

upon successful completion of 4 hours of training in the area of

Pepper Mace

issued February 15, 2001.



Gene Aldaz
Gene Aldaz, Administrator

Kenneth Martinez
Kenneth Martinez, Instructor

CORNELL

Certificate of Training

This Certifies That

RUBEL LEYBA

Has Completed The Required Course Of Training For

16 HOURS SELF DEFENSE

And Is Awarded This Certificate By

Santa Fe County Detention Center

This 20TH Day Of APRIL 20 2000


Training Manager


Senior Manager

Firearms Qualification

Let it be Known that

Officer Rubel Leyba

has Successfully completed 16 hours
of Basic Firearms Class and Qualification

Pojoaque Pueblo Security Division

March 23, 2002

Chief Patrick S. Leming
Chief Patrick S. Leming
Firearms Instructor

Capt. Harry Howard
Captain Harry Howard
Asst. Firearms Instructor

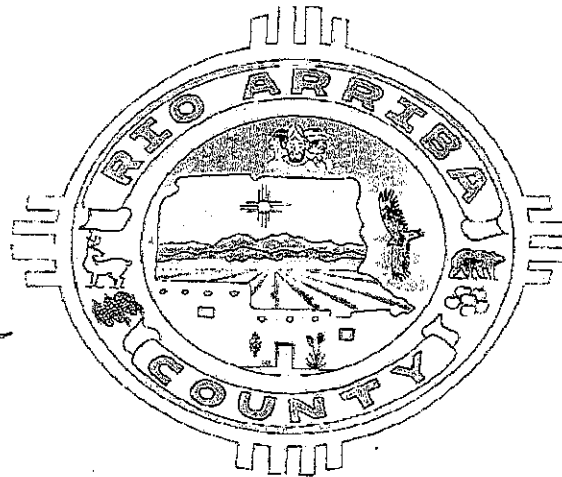
Rio Arriba County Detention Center

Certificate of Completion

Is hereby granted to

Rubel E. Leyba

*To Certify that he has completed to satisfaction
40 Hour Basic Detention/Correction Officer Course*



Bidal Candelaria
Detention Administrator

Dennis Herrera
Assistant Detention Adminsitrator

Larry Deyapp
Trainer

Jose Luis Gallegos
Trainer

Lydia Garcia
Trainer

Granted: March 16, 2007



TASER
INTERNATIONAL®

TASER® X26 CERTIFICATION

RUBEL LEYBA

Certified User

This Certifies that

Rubel Leyba

is trained in the proper and safe use of the TASER® X26 Electronic Control Device and has passed the requirements of the Espanola Police Department TASER X26 training program under the supervision of a Certified Instructor.

In Witness Whereof, Certified Instructor

Officer Jeff B. Martinez

has certified the successful completion of the training requirements this day:

July 10, 2007

Certified Instructor:

Certified Instructor ID:

Jeff B. Martinez

061107353961412871346C



CORNELL CORRECTIONS

Certificate of Training

This Certifies That

Rubel Leyba

Has Completed The Required Course Of Training For

40 Hr. Basic Orientation

And Is Awarded This Certificate By

Santa Fe County Detention Center

This 28th Day Of May 1999


Training Coordinator


Senior Warden



Driver's License Number: 103221471
Course Completion Date: April 29, 2008

Control No.
Security Control No.
451308

Name: Rubel Leyba
Address: [REDACTED]
Address: [REDACTED]
State/Zip: Rio Rancho, NM 87124

Training Center: NEW MEXICO CORRECTIONS ACADEMY
Instructor Name: Clarence Olivas
Instructor Number: 697965

Defensive Driving Course **CERTIFICATE OF COMPLETION**

This certifies that the person named
above has successfully completed
the National Safety Council Defensive Driving Course
[6 hour] [8 hour]

THIS DOCUMENT IS VOID IF REPRODUCED



Control No.

Rubel Leyba

has completed a National Safety Council's
Defensive Driving Course [6 hour] [8 hour]

Founded in 1913, the National Safety Council is a
non-governmental, not-for-profit international public service
organization devoted to protecting life and promoting health.

Our mission

To educate and influence people
to prevent accidental injury and death

Remember to use your safety belt.
Keep children buckled in the back seat.

Driver's License Number: [REDACTED] 1471
Course Completion Date: 4/29/08

Instructor Name: [REDACTED]

Alan C. McMillan, President

NEW MEXICO CORRECTIONS ACADEMY

TRAINING CENTER

Clarence Olivas 697965

Instructor Number

Security Control No.

451308



Course Completion Date: 04/13/2010

Expiration Date: 04/13/2012

Security Control No.

903244

Name: RUBEL E. LEYBA

Address:

Address:

City, State, Zip:

ESPANOLA, NM 87532

Training Center:

PENITENTIARY OF NEW MEXICO

Instructor Name:

J. ELISEO VIGIL

Instructor Number:

977578

ADULT

CPR Course

CPR/AED/First Aid course completed at
PENITENTIARY OF NEW MEXICO SANTA FE TRAINING CENTER

The person named above successfully completed a National Safety Council CPR Course based on the current standards and guidelines for CPR and ECC.

VOID IF REPRODUCED



Our mission: To educate and influence people to prevent accidental injury and death

Founded in 1913, the National Safety Council is a non-governmental, not-for-profit international public service organization devoted to protecting life and promoting health.



RUBEL E. LEYBA

has completed a National Safety Council

CPR/AED/First Aid (adult)
CPR Course

Training Center: PENITENTIARY OF NEW MEXICO

Course Completion Date: 04/13/2010

Expiration Date: 04/13/2012

Instructional Hours: 6 = CPR/AED/First Aid

Security Control No.

903244

Keep this card for your records. Void if reproduced.

NEW MEXICO CORRECTIONS ACADEMY

This is to certify that:

RUBEL LEYBA

is FIREARMS QUALIFIED in the following:

AR-15
☒ Y ☐ N

SHOTGUN
☒ Y ☐ N

HANDGUN
☐ Y ☒ N

Phase IV
☒ Y ☐ N

Date Qualified: 06-02, 2008


Certified Firearms Instructor

Expiration Date: 06-02, 2009

IMPORTANT

The issuance of this card does NOT Authorize the bearer to carry a firearm while not on official Corrections Department duty.



Signature of Bearer

Espanola Valley High School

Espanola



New Mexico

This Certifies That

Rubel E. Leyba

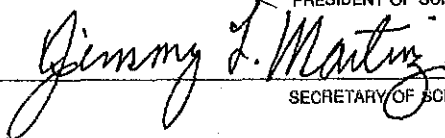
*has satisfactorily completed a Course of Study prescribed for
Graduation from this School and is therefore entitled to this*

Diploma

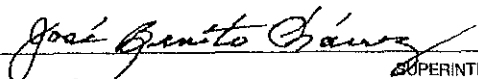
Given this twenty-fourth day of May, Nineteen hundred ninety-seven.




PRESIDENT OF SCHOOL BOARD



SECRETARY OF SCHOOL BOARD



SUPERINTENDENT



PRINCIPAL

NEW MEXICO


DRIVER'S LICENSE

License # [REDACTED] 471 ISSUED 11/18/2013
Date of Birth [REDACTED] 1978 EXPIRES 07/13/2017

**LEYBA
RUBEL**

ESPAÑOLA NM 87532

SEX M HEIGHT 5'09"
WEIGHT 195 EYES BRO
CLASS D ENDORSEMENTS NONE
RESTRICTIONS NONE





Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SE, NM 87501
Ph: 505-992-9880 - Fax: 505-992-9895

New Employee Orientation Checklist

The following information has been discussed with

Rubel Leyba

Print Employee Name

Detention

Department

- ☒ 1. Ethics Acknowledgement
- ☒ 2. Customer Service Mission Statement
- ☒ 3. Harassment Free Policy Acknowledgement Statement
- ☒ 4. Santa Fe County Human Resources Handbook Acknowledgement Form
- ☒ 5. Probationary Employee Authorization for Reimbursement for Uniform & Safety Equipment Policy Form
- ☒ 6. Santa Fe County Information Technology Policies and Procedures Acceptance Form
- ☒ 7. New Hire Orientation Acknowledgement Form
- ☒ 8. State of New Mexico Benefits Enrollment Form
- ☒ 9. State of New Mexico General Services Department Beneficiary Designation Form
- ☒ 10. POP Premium Only Plan Form
- ☒ 11. COBRA Form
- ☒ 12. HIPPA Acknowledgement Form
- ☒ 13. Safety Management Manual Acknowledgement Form (*Goes to Safety for signature*)
- ☒ 14. Direct Deposit Form (*Goes to Becky*)
- ☒ 15. Insurance Benefits Waiver Form
- ☒ 16. New Hire Insurance Benefits Acknowledgement Form (*This form should only be filled out if employee takes Insurance Enrollment Forms Home, must be returned to Benefits Coordinator*)

I certify that I have discussed the above items with

Rubel Leyba

Employee's name (print)

[Signature]
HR Staff Signature

5/12/14

Date

I certify that the above items have been discussed with me.

[Signature]
Employee's Signature

5/12/14

Date



Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SF, NM 87501
Ph: 505-992-9880 - Fax: 505-992-9895

Ethics Ordinance Acknowledgement Form

I have received a copy of the Santa Fe County Ethics Ordinance ("Ordinance") outlining the responsibilities of an employee and the responsibilities of the County as it pertains to the Ordinance. I have read the information contained in the Ordinance and it has been explained in detail during a formal training session provided by the Human Resources Office. If I have any questions relative to the Ordinance I understand I should contact the Human Resources Office. I agree to comply with the provisions of the Ordinance and understand that failure to do so may result in disciplinary action up to and including termination of my employment, in addition to other penalties as described within the Ordinance.

Rubel Leyton

Employee Name - Printed

Delethon

Department /Division/Office

[Signature]

Employee Signature

5/12/14

Date



Santa Fe County Human Resources

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Santa Fe County Customer Service Mission Statement:

To Provide excellent, quality customer service to our internal and external customers through personal accountability and professional commitment.

GOALS:

1. To empathize with the customer's concerns and to strive to achieve the results and solutions necessary.
2. To provide the most accurate and up-to-date information to the questions and inquiries of our customers.
3. To improve communication and rapport with our internal and external customers.
4. To respond to our customers questions and inquiries efficiently and within a timely manner.

CORE VALUES:

CUSTOMER SERVICE

I will provide excellent customer service with quality and timeliness of services in a pleasant and friendly manner.

ACCOUNTABILITY

I will be responsible for my actions.

INTEGRITY

I will be honest and strive daily to do the right thing at all times.

LEADERSHIP

I will set a good example and know that while at work, I represent Santa Fe County.

QUALITY

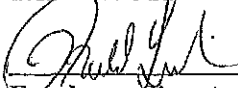
I will take pride in my work by doing the best that I can.

RESPECT

I will treat everyone I encounter, as I wish to be treated, with integrity and respect.

TEAMWORK

I will look for opportunities to support my co-workers and realize that there is no I in TEAMWORK.


Employee Signature

5/12/14
Date



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Harassment Free Policy Acknowledgement Statement

I, Rubel Leyba (please print) an employee of Santa Fe County hereby certify that I have received a copy of the Santa Fe County Policy Statement regarding the maintenance of a harassment-free workplace. I realize that Santa Fe County prohibits harassment of any kind and violation of this policy can subject me to appropriate disciplinary action up to and including termination. I also realize that it is important that the Santa Fe County Human Resources be advised of all instances of harassment in order to take prompt action. I agree that I will notify my immediate supervisor and Human Resources if I become aware of any instances of harassment.

Rubel Leyba
Employee Name - Printed

Detention
Department /Division/Office

[Signature]
Employee Signature

5/12/14
Date



Santa Fe County Human Resources

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Ph: 505-992-9880 - Fax: 505-992-9895

Handbook Acknowledgement Form

I have received a copy of the Employee Handbook outlining the responsibilities of an employee and the responsibilities of the County. I have read the information contained in this handbook and it has been explained during orientation. If I have any questions, I understand I should contact the Human Resources Office. I understand that the employee handbook is not an employment contract, but does provide the organizational employment policies and procedures by which I am governed. I understand that information contained in this handbook is subject to change without notice.

I agree to comply with the guidelines, policies and procedures of Santa Fe County.

Rubel Leyba

Employee Name – Printed

Detention

Department /Division/Office

Rubel

Employee Signature

5/12/14

Date



Santa Fe County Human Resources

www.santafecounty.org

949 W. Alameda SE, NM 87501

Ph: 505-992-9880 - Fax: 505-992-9895

Probationary Employee Authorization for Reimbursement for Uniforms & Safety Equipment Policy

I understand that if Santa Fe County has provided all essential safety equipment and 3 sets of uniforms and/or safety equipment, and I may be subject to reimburse Santa Fe County in full if I do not fulfill my probationary period. I authorize Santa Fe County to deduct for these items from proceeds garnered from my final pay check.

Employee Name: (please print)

Rubel Leyba

Employee Signature:

Rubel Leyba

Date:

5/12/14

HR Staff:

MA

Date:

5/12/14



Santa Fe County Human Resources

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Ph: 505-992-9880 - Fax: 505-992-9895

Safety Management Manual Acknowledgement Form

I, Rubel Leyva hereby acknowledge receipt of the Santa Fe County Safety Policy. I understand that it is part of my duty as an employee to read and understand the Safety Policy and to comply with its provisions.

I understand that failure to comply with the Safety Policy may be considered conduct inconsistent with my obligations as an employee and insubordination, may result in an unsatisfactory performance rating, and in disciplinary action, up to and including dismissal from employment with the County.

[Signature]

Employee's Signature

5/12/14

Date

[Signature]

Safety Officer's Signature

5/14/14

Date

Note: This form shall be signed, dated, and returned to the Safety Officer within three (3) working days of the Safety Policy briefing. This form shall be forwarded to the Human Resources Division for placement in the official Human Personnel File.

Signature

Paul H

5/12/14

Date

Department

Detroit

Phone Number

692-0854



Santa Fe County Human Resources

www.santafecounty.org
949 W. Alameda SE, NM 87501
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New Hire Orientation Acknowledgement Form

This memo is to advise you of certain benefits and rights that you are entitled to under the County group insurance plans. You should read this notice carefully and talk to your Agency Group Representative about any questions you have. Eligibility for participation in the County's group plans is described in the "Benefit Plan Handbook for County Employees" you have received. These eligibility rules apply to all of the County's plans.

I acknowledge receipt of the New Hire Orientation Packet, which includes the Benefit Plan Handbook for County Employees, Enrollment Form, Flexible Spending Account Enrollment Form, and Premium Only Plan (POP) Brochure.

I understand I have up to 31 days from the date of my hire to enroll myself and any dependants in the Benefit Plans offered to me as a Santa Fe County Employee. Further, I understand I will not be able to enroll in the County Benefits Plans after 31 days from my date of hire except as a Late Enrollee. I understand Late Enrollees are subject to a 90 day wait period, and are limited to enrollment in the Medical Plan only.

Please Note:

1. You may choose the "Basic Life Package" coverage only. (This includes Basic Life, Accidental Death & Dismemberment, Short and Long Term Disability coverage)
2. Employees who enroll in the "Basic Life Package" when initially eligible may also choose to enroll in the optional Life coverage Level 1, 2, 3, 4 or 5. This optional coverage is paid 100% by the employee.
3. You may choose the medical plan for single, couple, or family coverage. If you enroll for the medical plan, you must also enroll in the employee's "Basic Life Package" and if you enroll for family or couple coverage, Dependant life Insurance will be included.

My signature constitutes my acknowledgment that I have been informed of the enrollment requirements of the County.

Employee Name (Printed): Russel Leyba

Employee Signature: [Signature]

Date: 5/12/14

Department: Detention

Group Representative Signature: [Signature]

Date: 5/12/14



Santa Fe County Human Resources

www.santafecounty.org

949 W. Alameda SF, NM 87501

Ph: 505-992-9880 - Fax: 505-992-9895

Santa Fe County Employee:

Re: New-Hire Insurance Benefits Acknowledgement Form:

I, Rubel Leyba have been informed of the enrollment process for medical, dental, vision, disability and life insurance benefits provided to Santa Fe county employees. I acknowledge that I have 30 days from my hire date which is 6/5/14 to return the enrollment form from back to the Santa Fe County Human Resource Division. If I do not return my enrollment form within 30 days, I understand I can enroll as a late enrollee for solely medical coverage and will have to wait 90 days before becoming effective. The Basic Life Plan and Disability Plan will be offered but will need to be approved by Standard Life Insurance Company. I also acknowledge that dental or vision will not be offered unless it becomes available during the open/switch enrollment period.

Rubel Leyba
Print Name:

5/12/14
Date:

Rubel Leyba
Signature:



Santa Fe County Human Resources

www.santafecounty.org

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HIPAA Compliance Signature Form

I have read the attached HIPAA Compliance for Santa Fe County and the County's Notice of Privacy Practices. By signing this form I acknowledge that I must comply with Santa Fe County's HIPAA compliance procedures.

Employee/Volunteer Name: Rubel Leyba Department/Office: Detention

(Please Print)

Employee/Volunteer Signature: [Signature]

Date: 5/12/14

Name of Direct Supervisor: _____

(Please Print)



Santa Fe County Human Resources

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Ph: 505-992-9880 - Fax: 505-992-9895

COBRA Acknowledgement Form

I, Rubel Leyba hereby acknowledge receipt of the Santa Fe County COBRA Policy. I understand that it is part of my duty as an employee to read and understand the COBRA Policy and to comply with its provisions.

Employee's Signature

5/12/14

Date

Human Resources Representative

5/12/14

Date



Santa Fe County Human Resources

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Ph: 505-992-9880 - Fax: 505-992-9895

NEW HIRE CHECKLIST

Name Rubel Leyba Employee# _____ Position Detention Officer

- | | |
|---|--|
| <input checked="" type="checkbox"/> Human Resources Action Form | <input checked="" type="checkbox"/> Signed Letter Offer |
| <input checked="" type="checkbox"/> Signed Job Description | <input checked="" type="checkbox"/> I-9 Complete within 48 Hours of hire and Filed |
| <input checked="" type="checkbox"/> Conflict of Interest | <input checked="" type="checkbox"/> Personnel Data Sheet |
| <input checked="" type="checkbox"/> New Mexico New Hire Reporting Form | <input checked="" type="checkbox"/> New Mexico New Hire Reporting Submitted Copy in Binder |
| <input checked="" type="checkbox"/> W-4 Form | <input type="checkbox"/> PERA Application Form |
| <input checked="" type="checkbox"/> 2-Part Beneficiary Designation Form | <input type="checkbox"/> Sheriff's Social Security Exclusion |
| <input type="checkbox"/> Employee Exclusion from PERA Membership/TEMP | <input type="checkbox"/> Application for a re-employment PERA/Retiree |

☐ Affidavit of Domestic Partnership given

Date 5/14/2014 Defensive Driving Time 1pm-6pm

☐ Set up employee for a trainings: Date _____ Time _____

Training Prevention of Workplace Harassment & Ethics TBD
By Sonya Quintana

☒ ORIENTATION SCHEDULED, REMINDER CARD GIVEN TO EMPLOYEE, AND E-MAIL SENT TO DIRECTOR

Date May 12, 2014 Time 8:30 AM - 3:00 PM

- | | |
|---|--|
| <input checked="" type="checkbox"/> Interview Questions | <input checked="" type="checkbox"/> Proof of Education |
| <input checked="" type="checkbox"/> Signed Application and dated | <input type="checkbox"/> New Hire/Transfer Checklist for Uniforms |
| <input type="checkbox"/> Background Check for RECC | <input type="checkbox"/> New Hire/Transfer Checklist for IT Equipment & Access |
| <input type="checkbox"/> Background Check for Fire | <input type="checkbox"/> Background Check for Sheriff Employees |
| <input checked="" type="checkbox"/> Background Check for Corrections | <input type="checkbox"/> Background Check for Regular Applicants |
| <input checked="" type="checkbox"/> Personal References Complete (at least 2) | <input checked="" type="checkbox"/> Previous Employment References Complete (at least 2) |
| <input checked="" type="checkbox"/> Verify and Copy New Mexico Driver's License | <input checked="" type="checkbox"/> Successfully Completed Pre-Employment Screenings/Drug Test |

VERIFIER SIGNATURE Margie Romero DATE 5/12/2014

SIGNATURE OF LIASON _____ DATE _____

Directions: Read each question and its numbered answers and decide which answer is best. Find the circle that matches the answer you have chosen and shade the space with your pencil. Be sure that your marks are heavy and dark. If you want to change an answer, completely erase the answer you marked and mark the right answer.

TEST TITLE: CO-EL 101

NAME: Rubel Leyba

ID NO:

DATE: 4/5/14

SCORE: 84 1/8

-14

- | | | | | |
|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|
| 1. (A) (B) (C) (D) (E) | 21. (A) (B) (C) (D) (E) | 41. (A) (B) (C) (D) (E) | 61. (A) (B) (C) (D) (E) | 81. (A) (B) (C) (D) (E) |
| 2. (A) (B) (C) (D) (E) | 22. (A) (B) (C) (D) (E) | 42. (A) (B) (C) (D) (E) | 62. (A) (B) (C) (D) (E) | 82. (A) (B) (C) (D) (E) |
| 3. (A) (B) (C) (D) (E) | 23. (A) (B) (C) (D) (E) | 43. (A) (B) (C) (D) (E) | 63. (A) (B) (C) (D) (E) | 83. (A) (B) (C) (D) (E) |
| 4. (A) (B) (C) (D) (E) | 24. (A) (B) (C) (D) (E) | 44. (A) (B) (C) (D) (E) | 64. (A) (B) (C) (D) (E) | 84. (A) (B) (C) (D) (E) |
| 5. (A) (B) (C) (D) (E) | 25. (A) (B) (C) (D) (E) | 45. (A) (B) (C) (D) (E) | 65. (A) (B) (C) (D) (E) | 85. (A) (B) (C) (D) (E) |
| 6. (A) (B) (C) (D) (E) | 26. (A) (B) (C) (D) (E) | 46. (A) (B) (C) (D) (E) | 66. (A) (B) (C) (D) (E) | 86. (A) (B) (C) (D) (E) |
| 7. (A) (B) (C) (D) (E) | 27. (A) (B) (C) (D) (E) | 47. (A) (B) (C) (D) (E) | 67. (A) (B) (C) (D) (E) | 87. (A) (B) (C) (D) (E) |
| 8. (A) (B) (C) (D) (E) | 28. (A) (B) (C) (D) (E) | 48. (A) (B) (C) (D) (E) | 68. (A) (B) (C) (D) (E) | 88. (A) (B) (C) (D) (E) |
| 9. (A) (B) (C) (D) (E) | 29. (A) (B) (C) (D) (E) | 49. (A) (B) (C) (D) (E) | 69. (A) (B) (C) (D) (E) | 89. (A) (B) (C) (D) (E) |
| 10. (A) (B) (C) (D) (E) | 30. (A) (B) (C) (D) (E) | 50. (A) (B) (C) (D) (E) | 70. (A) (B) (C) (D) (E) | 90. (A) (B) (C) (D) (E) |
| 11. (A) (B) (C) (D) (E) | 31. (A) (B) (C) (D) (E) | 51. (A) (B) (C) (D) (E) | 71. (A) (B) (C) (D) (E) | 91. (A) (B) (C) (D) (E) |
| 12. (A) (B) (C) (D) (E) | 32. (A) (B) (C) (D) (E) | 52. (A) (B) (C) (D) (E) | 72. (A) (B) (C) (D) (E) | 92. (A) (B) (C) (D) (E) |
| 13. (A) (B) (C) (D) (E) | 33. (A) (B) (C) (D) (E) | 53. (A) (B) (C) (D) (E) | 73. (A) (B) (C) (D) (E) | 93. (A) (B) (C) (D) (E) |
| 14. (A) (B) (C) (D) (E) | 34. (A) (B) (C) (D) (E) | 54. (A) (B) (C) (D) (E) | 74. (A) (B) (C) (D) (E) | 94. (A) (B) (C) (D) (E) |
| 15. (A) (B) (C) (D) (E) | 35. (A) (B) (C) (D) (E) | 55. (A) (B) (C) (D) (E) | 75. (A) (B) (C) (D) (E) | 95. (A) (B) (C) (D) (E) |
| 16. (A) (B) (C) (D) (E) | 36. (A) (B) (C) (D) (E) | 56. (A) (B) (C) (D) (E) | 76. (A) (B) (C) (D) (E) | 96. (A) (B) (C) (D) (E) |
| 17. (A) (B) (C) (D) (E) | 37. (A) (B) (C) (D) (E) | 57. (A) (B) (C) (D) (E) | 77. (A) (B) (C) (D) (E) | 97. (A) (B) (C) (D) (E) |
| 18. (A) (B) (C) (D) (E) | 38. (A) (B) (C) (D) (E) | 58. (A) (B) (C) (D) (E) | 78. (A) (B) (C) (D) (E) | 98. (A) (B) (C) (D) (E) |
| 19. (A) (B) (C) (D) (E) | 39. (A) (B) (C) (D) (E) | 59. (A) (B) (C) (D) (E) | 79. (A) (B) (C) (D) (E) | 99. (A) (B) (C) (D) (E) |
| 20. (A) (B) (C) (D) (E) | 40. (A) (B) (C) (D) (E) | 60. (A) (B) (C) (D) (E) | 80. (A) (B) (C) (D) (E) | 100. (A) (B) (C) (D) (E) |



"Unidos Aquí Para La Gente"

Equal Opportunity Employer

Santa Fe County Human Resources

www.santafecounty.org

505-992-9880 • 205 Montezuma Ave SE, NM 87604

PRE-EMPLOYMENT INQUIRY AUTHORIZATION RELEASE

In connection with my application for employment, I understand and agree that background inquiries may be requested by Santa Fe County that will seek information pertaining to my character, work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, I understand and agree that Santa Fe County may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background, and other past experiences. I also release and hold harmless all of my previous employers and Santa Fe County from any liability that may potentially result from the release or use of such information.

I acknowledge that a facsimile or copy of this release shall be as valid as the original. This release is valid for all federal, state, county and local agencies and authorities.

The following is my complete and legal name, and all information is true and correct to the best of my knowledge.

Last Name	First Name	Middle Name
LEYBA	Rubel	E
Applicant's Signature	Driver's License Number and State	
	11471 - N.M.	
Social Security Number	Date of Birth	
	1978	



Hold-Harmless Agreement

Name: (Please Print) Rubel E. Leyba
First Middle Last Maiden

Home Address: [REDACTED]

Home Phone Number: [REDACTED] Cell Phone Number: [REDACTED]

Contact Person: Rose Anne Leyba Relationship: Sister

Contact Person's Phone Number: [REDACTED]

The undersigned acknowledges and has been informed that (s)he will be performing a physical agility test, and that (s)he represents that s(he) is in good health and physical condition to perform the agility test and is not aware of any physical condition which would prevent him/her from performing said tests. The undersigned with the intention of binding herself/himself and her/his spouse, heirs, legal representatives and assigns, expressly releases, discharges and holds Santa Fe County and its departments, employees and agents harmless from all claims, demands, actions, judgments and executions that the undersigned may have now or that may arise, be created by, or arise out of the physical agility test to be performed. The undersigned has read this release and understands all its terms.

I execute this release voluntarily and with full knowledge of its significance.

Signature of Applicant: [Signature]

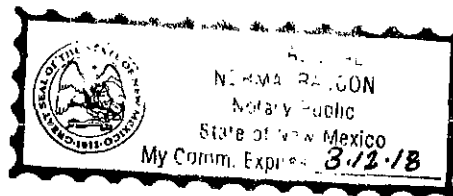
Date: 4/4/14

STATE OF NEW MEXICO)
) SS.
COUNTY OF SANTA FE)

On this 4th day of April, 2014, before me personally appeared Rubel E. Leyba, known to me to be the person whose name is subscribed to the above instrument and acknowledged the same to be his/her own free act and deed.

Notary Public: Norma Rascon

My Commission Expires: 3.12.18





Santa Fe County Human Resources

www.santafecounty.org
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Ph: 505-992-9880 - Fax: 505-992-9895

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed. Please type or print. Read the recruitment announcement carefully for the position which you are applying. Carefully complete each block of the Employment History section to fully describe your work or volunteer experience. When completing Employment History section, begin with current or most recent job or volunteer experience. If more than one position has been held with the same employer, list each separately. Under "duties" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities.

- Resumes are not accepted in lieu of the application.
- We only accept applications for current job openings.
- If high school diploma or GED, college education or any other licenses or certifications are required, a copy must be submitted.
- Each position you apply for requires a separate application
- All applications must be received by the Human Resources Division no later than 5:00 pm on the listed closing date.

Santa Fe County is an Equal Opportunity Employer

It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, or political affiliation.

Position Title	Detention Officer - Adult	Job Number	3-2014-002
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PERSONAL INFORMATION

Name - Last Leyba	First Rubel	Initial E.	Home Phone N/A
Street Address [REDACTED]			Business or Message Phone [REDACTED]
City Española	State N.M.	Zip 87532	Please list any different name you have used for school or employment
Email Address R.Leyba.731@gmail.com			
Do you have a valid driver's license?: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Class A B C <input checked="" type="radio"/> Other State issued in N.M. Number [REDACTED] 1471 Expiration 7/3/2017			
Only U.S. citizens or aliens who have legal right to work in the U.S. are eligible for employment. Can you, upon employment provide legitimate documentation establishing your identity and eligibility to be legally employed in the United States? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			

Have you previously worked, or do you now work, for Santa Fe County? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, provide dates below 1998	
Does Santa Fe County employee any relative(s) of yours? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide name and relationship below	
Name:	Name:
Relationship:	Relationship:
How did you find out about this position?	
Newspaper: <input type="checkbox"/> Please specify which newspaper	
Internet: <input type="checkbox"/> Word of mouth: <input type="checkbox"/> Santa Fe County Employee: <input type="checkbox"/>	
If you checked Santa Fe County employee, please provide the employee's name below.	
Santa Fe County Employee's Name:	Other: WALK-IN

3/24/2014
4:54 PM

EDUCATION AND TRAINING

1. License/Certificate issued by:				High School Graduate/GED Certificate? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (Please attach copy of high school diploma or college transcripts)	
Field/Trade Specialization	Number	Date Issued	Exp. Date	UNDERGRADUATE	
				School(s)	
				Major Field(s)	
				Degree Earned	
2. License/Certificate issued by:				GRADUATE	
				School(s) Española Valley High School	
				Major Field(s)	
				Degree Earned	
				Date of Degree	

EMPLOYMENT HISTORY

1	Employer's Name New Mexico State Penitentiary	Type of Business Corrections	From (Mo/Yr) 04/2008	To (Mo/Yr) 03/2014
Employer's Address Street Hwy 14		City Santa Fe	State New Mexico	Supervisor's Name and Telephone Number Lt. PIVAS (505) 827-8732
Your Job Title Corrections Officer		Check (✓) one: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: 42		Current or Last Hourly Pay \$ 16.02
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address NONE	
Duties: Prepare and escort inmates to various locations, pass out meals and picking up trays. Patrol inner and outer Perimeters, conduct strip searches and Cell Searches. Conduct daily activity log, or other reports. Monitor inmates thru monitor and in person, use via radio's. Make sure all Staff AND inmates are secure.				
Reason for Leaving: Resigned, to seek better pay				
OFFICIAL USE ONLY			YEARS	MONTHS

2	Employer's Name Española Detention	Type of Business Detention	From (Mo/Yr) 11/05	To (Mo/Yr) 2/08
----------	---------------------------------------	-------------------------------	-----------------------	--------------------

2

Employer's Address Street		City	State	Supervisor's Name and Telephone Number
Industrial Park Rd		Española	N.M.	Ted Garcia (505) 747-6024
Your Job Title	Check (✓) one: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current or Last Hourly Pay	
Detention Officer	Hours per week: 40		\$ 12.75	
If you supervised employees, indicate number and give dates			Place of employment (City and State) if different from employer's address	
#	From (Mo/Yr)	To (Mo/Yr)	NONE	
Duties:				
Booking in and releasing inmates, Conducting Fingerprint Card, Conduct Searches and Cell Searches, Escort inmates to various places and locations. Pass out and pick up meat trays. Conduct inner and outer perimeter checks and rounds. Monitor inmates in person and by monitors use via Radio's, Make sure all staff and inmates are secure.				
Reason for Leaving: Better pay, relocated.				
OFFICIAL USE ONLY			YEARS	MONTHS

3

3	Employer's Name	Type of Business	From (Mo/Yr)	To (Mo/Yr)
	Cities of Gold Casino	CASINO	06/03	2/08 11/2004
Employer's Address Street		City	State	Supervisor's Name and Telephone Number
Cities of Gold Rd.		Santa Fe	N.M.	Sgt. Martinez Capt. Vernon Duran 455-4225
Your Job Title	Check (✓) one: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Current or Last Hourly Pay	
Security Officer	Hours per week: 40		\$	
If you supervised employees, indicate number and give dates			Place of employment (City and State) if different from employer's address	
#	From (Mo/Yr)	To (Mo/Yr)	NONE	
Duties:				
Escort staff to various locations of Casino grounds, Conduct rounds of Casino Floor and Perimeter checks, Monitor customers and staff in person and throw Monitor's. Make sure staff and customers are safe.				
Reason for Leaving: Better pay				
OFFICIAL USE ONLY			YEARS	MONTHS
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				

(4)

4	Employer's Name Cornell Corrections	Type of Business Corrections	From (Mo/Yr) 02/99	To (Mo/Yr) 5/02
Employer's Address Street City State Hwy 14 Santa Fe N.M.			Supervisor's Name and Telephone Number CAPT. VERNON BUNTER 428-3860	
Your Job Title Corrections Officer		Check (✓) one: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: 40		Current or Last Hourly Pay \$ 10.25
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address NONE	
Duties: Prepare and escort inmates to various locations pass out meals and pick up trays. Patrol inner and outer Perimeters conduct Strip Searches and Cell Searches, Conduct Daily Activity Log or other reports, Monitor inmates thru Monitor and in person, use of Via Radios. Make sure all staff and inmates are Sane.				
Reason for Leaving:				
OFFICIAL USE ONLY YEARS MONTHS				

(5)

5	Employer's Name Blakes Lota Burgers	Type of Business Business	From (Mo/Yr) 07/96	To (Mo/Yr) 09/97
Employer's Address Street City State River Side Dr. Española N.M.			Supervisor's Name and Telephone Number Wheeler - 753-3611	
Your Job Title Cook		Check (✓) one: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: 32		Current or Last Hourly Pay \$ 7.50
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address NONE	
Duties: Cook Burgers, Cashier register, serve drinks.				
Reason for Leaving: Better pay.				
OFFICIAL USE ONLY YEARS MONTHS				

IF NO, PLEASE EXPLAIN:

REFERENCES

List three professional references (other than relatives) that you will permit us to contact.

NAME	ADDRESS	PHONE	PROFESSIONAL RELATIONSHIP
1. Dennis Duran	Santa Fe, N.M.	(505) 288-7733	Friend.
2. Carlos Padilla	Alcalde, N.M.	(505) 629-8613	Friend.
3. Fernando Gomez	Santa Fe, N.M.	(505) 795-0498	Friend.

SIGNATURE - Please read before signing

I hereby certify that this application contains no willful misrepresentation(s); and that should any investigation disclose misrepresentation, falsification or omission, my application will be rejected, I may be dismissed if employed and my name removed from consideration for employment. I hereby authorize Santa Fe County to investigate the information contained herein, regardless of when or how discovered, and contact those previous employers I have approved.

I have attached proof of education to include high school diploma or GED certificate, college degree and any other licenses or certifications.

Sign Here in Ink

Date

3/24/14

FOR USE BY HUMAN RESOURCES OFFICE USE ONLY

Experience: _____

Education: _____

Comments: _____

ACCEPTED ☐

REJECTED ☐

Staff: _____

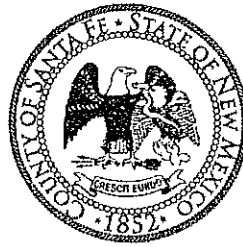
Date: _____

CONTINUATION SHEET FOR EMPLOYMENT HISTORY

Daniel "Danny" Mayfield
Commissioner, District 1

Miguel Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Liz Stefanics
Commissioner, District 5

Katherine Miller
County Manager

SANTA FE COUNTY VETERANS HIRING INITIATIVE

In accordance with Santa Fe County Resolution 2013-97, Santa Fe County supports providing Veterans with opportunities to obtain County employment by enhancing the recruitment of Veterans and promoting employment opportunities for Veterans under the "Veterans Hiring Initiative."

To be eligible applicants must have received an Honorable Discharge from the armed forces of the United States, and for National Guard Members they must have an Honorable Discharge if they have completed their military service obligation, or provide documentation of having successfully completed basic training and being currently assigned to an active National Guard unit. Applicants must provide the Human Resources Division with supporting documentation to validate the previously mentioned requirements prior to the closing date of the recruitment for which they have applied.

Should you have any questions regarding the application process please feel free to contact (505) 992-9880.